



CITY OF HOUSTON

Job Posting

PC

Applications accepted from:

ALL PERSONS INTERESTED

THREE (3) POSITIONS

Job Classification

LIBRARY ASSISTANT

Posting Number

PN # 111176

Department

Library

Division

South District

Section

Alief

Robinson-Westchase

Reporting Location

7979 S. Kirkwood

3223 Wilcrest

Stella Link

7405 Stella Link

Workdays & Hours

Rotating Schedule*

**Subject to change*

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Provides general information to the public in person and by telephone such as material availability, renewal information and fines. Performs general clerical functions. Shelves/retrieves library materials. Answers telephone and direct calls as appropriate. Assists in processing new library materials including books, CD's and audio-visual materials. Mends library materials. Works with the public charging/discharging library materials using a computer. Performs other duties essential to efficient library operation. May be assigned some or all of the duties above. Requires evening and weekend (Saturday and Sunday) shift work.

WORKING CONDITIONS

Must be able to communicate effectively orally and in writing. Position requires stooping, bending, standing and lifting library materials up to 20 pounds. Must be able to push loaded book trucks up to 100 pounds. Must have good motor coordination, ability to move freely throughout the library to file/shelve/retrieve materials. Requires visual acuity to read titles and call numbers (alphanumeric) of books and other library materials. Must be able to use a computer to access/input information.

MINIMUM EDUCATIONAL REQUIREMENTS

Ability to read, write, add, subtract and follow written and oral instructions as might be acquired through nine (9) to eleven (11) years of formal schooling.

MINIMUM EXPERIENCE REQUIREMENTS

None.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

Texas Driver's License. Current computer skills including Microsoft Windows and Microsoft Office (Word, Excel, Access) strongly preferred. Customer/Public service experience strongly preferred

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☐ Yes

☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 5

\$591 – 776 Biweekly

\$15,366 – 20,176 Annually

OPENING DATE

June 14, 2006

CLOSING DATE

June 20, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (832) 393-1667. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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